

*Virginia*  
**DOR**  
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

TRAINEE LICENSE APPLICATION  
Fee \$96.00

State	License, Certification or Registration Number	Expiration Date

11. Have you ever been convicted, found guilty or pled guilty, regardless of adjudication, in any jurisdiction of **any felony or a misdemeanor involving moral turpitude?** *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

---

---

☞ See bottom of this application for information on how to obtain the required police and court records.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

12. I, the undersigned, certify that the foregoing statements and answers are true and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving my license. I also certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia*, the *Real Estate Appraiser Board Regulations* and the *Uniform Standards of Professional Appraisers Practice*®.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

#### ADDITIONAL REQUIREMENTS

Please attach verification of **75 hours** in pre-licensure educational courses within the five year period immediately preceding the date of this application.

Appraiser Trainee	
Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
<b>Total</b>	<b>75 hours</b>

Pursuant to the *Real Estate Appraiser Board Regulations*, Appraiser Trainee Licenses are issued only to candidates that are supervised by a Virginia Licensed Real Estate Appraiser in good standing. **TRAINEE SUPERVISOR VERIFICATION FORMS** verifying the required supervision may be submitted with this license application or after passing the examination.

**APPLICANTS THAT HOLD A CURRENT OR EXPIRED REAL ESTATE APPRAISER LICENSE, CERTIFICATION OR REGISTRATION IN ANOTHER STATE MUST SUBMIT CERTIFICATIONS OF LICENSURE/LETTERS OF GOOD STANDING, DATED WITHIN THE LAST 60 DAYS, FROM EACH JURISDICTION.**

Certifications/Letters of Good Standing from other states/jurisdictions must include:

1. Type of license;
2. Current status of license;
3. Any disciplinary actions;
4. How and when license was issued; and
5. Original signature and seal from the state/jurisdiction.

Instructions on obtaining Court and Criminal History Records

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Policy, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Appraiser Board, which requires an additional two to three months of processing and review time.

**See the Experience Requirements letter for additional information to be submitted with your application package.**